



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATEWIDE REPORTING AND ACCOUNTING POLICY

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April 23, 2004

OSRAP MEMORANDUM 04-27

TO: Fiscal Officers
ISIS Agencies

FROM: Afranie Adomako, CPA
Director

SUBJECT: Aged Outstanding Checks

The purpose of this memorandum is to encourage all agencies to monitor the Aged Outstanding Checks Report bi-weekly. Attached you will find a Business Objects report (available on the OSRAP web page) that lists checks issued through ISIS which have been outstanding from 30 days to over 180 days. This report was updated on 4/23/04 and should be used to resolve these outstanding checks. Your agency will only have a copy of the attached report if you have one or more checks that have been outstanding for more than 30 days.

In OSRAP Memorandum 04-06, you were informed that OSRAP personnel will void all ISIS checks within 5 days of the checks becoming stale dated. Remember, checks become stale dated if they are outstanding after 180 days of the issue date. We will process a Check Cancellation Type 3 that voids the checks without reissuing as well as the J1 Document(s). After the checks have been voided, it will be the decision and responsibility of the agency to issue a replacement check to the vendor, if needed. This is why we encourage you to notify the vendor to see why checks were not cashed in a timely manner. In most instances, contacting the vendor will result in your agency preparing a void and reissue and it will also reduce the number of voids during the annual close process.

The Aged Outstanding Check Report is located on the OSRAP home page at <http://www.doa.la.gov/OSRAP/index.htm>, directly beneath the ISIS Calendar button. If you have any further questions, please contact the OSRAP Help Desk at (225) 342-1097.

[Click here for Attachment](#)

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C: Mr. Gary Hall